



## PR/158631 | Finance Manager

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1524501

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月15日 04:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Company and Job Overview

A rapidly growing company in Bayan Lepas is seeking for Finance Manager to oversee Full sets of accounts & Review employee expense claims & Internal audit.

The ideal candidate will be responsible to ensure timely submission of company's financial reporting according to group reporting deadlines. This role requires at least 5 years of experience in full set of accounts.

#### Job Responsibilities

- Responsible for Japan and subsequent countries Full sets of accounts, Fixed assets, entering journals, bank reconciliation, balance sheet reconciliation & intercompany reconciliation.
- Accounts Payable (processing invoices and payments).
- Review employee expense claims.
- Liaising with third party advisors/bookkeepers on statutory requirements.

- working with tax advisors, responsible for all tax compliance for India and assigned countries, including, but not limited to, annual/quarter/month tax filings, etc.
- Company Secretarial & other matters
- Ensure for India and assigned countries, that Board of Directors and shareholder meetings, Board members changes, etc. are completed and filed on time.
- Ensure for India and assigned countries, business license renewal, additional securities deposit for SEC compliance, etc. are completed and filed on time.
- Responsible for reviewing and approve payroll, including employee annual income return and all other statutory returns.
- Site Manager for Malaysia FIN team ("MY FIN")
- Provide guidance and mentoring to MY FIN
- Ensure and inculcate general skills set (e.g. Excel, Outlook and soft skill such communication, planning, etc.)
- Work with line managers to develop MY FIN
- To assist as and when needed by Finance Manager or Director.
- To assist Internal Auditor team in audit at sub-con sites and/or distributor sites
- Any other duties may be assigned by Finance Manager or Director.

**Job Requirements**

- Min one year in a supervisory role.
- More than 5 years of experience handling full set of accounts with some years' experience in tax work.
- At least 2 to 4 years audit experience in a reputable public accounting firm.
- Good excel skills (Pivot table, Vlookup, etc)
- Preferably with Oracle experience